



THE OFFICE OF GENERAL SERVICES

SAFETY MISSION STATEMENT

THE OFFICE OF GENERAL SERVICES SAFETY PROGRAM TRAINS AND IMPARTS SAFETY SKILLS TO ALL EMPLOYEES THROUGH TEAM CONCEPTS AND IDENTIFIES, CORRECTS, AND PREVENTS HAZARDS TO PROVIDE A SAFE ENVIRONMENT FOR OUR EMPLOYEES, CUSTOMERS AND THE GENERAL PUBLIC.

IN ORDER TO DO SO, WE MUST ADHERE TO THE FOLLOWING GUIDELINES:

- 1.** Safety and health is a shared responsibility. Everyone from top management to supervisors to each and every worker must take ownership of our own safety and that of our co-workers.
- 2.** Maintaining a safe and healthful work environment is not just an idea - it is a top priority and must be a part of every work process.
- 3.** It is everyone's job to spot hazards and to correct them or report them in a timely manner.
- 4.** Where hazards cannot be completely eliminated, they must be reduced through engineering or administrative controls or, as a final precaution, through the proper use of personal protective equipment.
- 5.** Every individual will be trained to perform work safely. Should an individual feel inadequately trained to perform a certain procedure, he or she will immediately discuss the problem with his or her supervisor. a condition of employment, each employee must work.
- 6.** As consistently in a safe manner in conformance with OGS policies, state and federal safety health and environmental laws and regulations.